

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
DECEMBER 16, 2013**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, December 16, 2013.

The meeting was called to order by Chairman Wayne Schuetter.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Wayne Schuetter – Chairman
Rick Stradtner – Vice Chairman
Doug Schulte – Secretary
Ken Sendelweck – Electric Commissioner
Alex Emmons – Wastewater Commissioner
Dave Hurst – Water Commissioner
Keith Masterson – Gas Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Ernie Hinkle – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Ashley Kiefer – Office Manager
Renee Kabrick – City Attorney

ABSENT:

Bud Hauersperger – General Manager

PLEDGE OF ALLEGIANCE (DVD-00:42)

Chairman Wayne Schuetter led the Pledge of Allegiance.

APPROVAL OF MINUTES (DVD-1:00)

Chairman Wayne Schuetter presented the minutes of the November 18, 2013 Regular Meeting, and the December 3, 2013 Special Meeting and there being no corrections or amendments, asked for a motion to approve the minutes. Keith Masterson made a motion to approve the minutes of the November and December meetings as presented. Rick Stradtner seconded the motion. Motion approved, 7-0.

**PETITION TO VACATE PORTION OF PUBLIC UTILITY & DRAINAGE EASEMENT
398 GARDENIA LANE IN GOLDEN ACRES IV – PHIL BUELER FROM BROSNER
LAND SURVEYING ON BEHALF OF NICHOLAS WOLLENMANN** (DVD-01:26)

Phil Buehler with Brosmer Land Surveying, on behalf of Nicholas Wollenmann, requested to vacate a portion of a public utility and drainage easement at 398 Gardenia Lane in Golden Acres IV. At this time, Nicholas Wollenmann would like to build an addition onto his house. The new addition would be built in the easement area.

The part that is asked to be vacated is on the north side of the existing house. They are asking to vacate 10 feet of the 20 foot easement on this side of the house. The land north is approximately 17 ½ acres of undeveloped land. There is a twenty foot public utility and drainage easement around the perimeter of the subdivision. The east and west easements will remain in place. The only utilities that are in the easement area are a storm sewer, which gathers the water from the north and drains it west to St. Charles Street. The other utilities run up to the cul-de-sac. By leaving the east and west easements in place, there is a way to add other utilities if necessary. Land owners to the north were notified of the vacation and have not responded. Department Managers have no problem with the vacating.

Rick Stradtner made a motion to recommend to the Common Council the vacation of 10 feet of a 20 foot public utility and drainage easement at 398 Gardenia Lane in Golden Acres IV. Dave Hurst seconded the motion. Motion approved, 7-0.

KELLIE WALSH – GREATER INDIANA CLEAN CITIES COALITION (DVD-15:02)

Kellie Walsh, executive director of the Clean Cities Coalition of Greater Indiana, presented a power point presentation to the Board regarding their organization and how to reduce our dependence on foreign oil by using clean fuel alternatives. Walsh welcomed the City as new members of the Clean Cities Coalition.

Walsh also informed the Board of a Lunch and Learn workshop scheduled for January 31st, 2014 at VUJC in the new technology and manufacturing building. Clean Cities Coalition is partnering with Dubois Strong to help promote the workshop. The workshop will cover information on propane and natural gas. She invited everyone to attend this free luncheon and workshop.

ELECTRIC OUTAGE (DVD-27:00)

Jerry Schitter reminded the Board, that in November of 2003, there was an electric outage at the central substation caused by a fault on the south bus gear. The damage caused by the fault was about \$70,000 to repair. Two weeks ago there was another electric outage caused by the same problem, a short in the bus.

Last year the Electric Department installed two 69KV breakers in front of the switch gear. During this outage, because of the installation of the two breakers, there was minimal damage done and no damage to the transformer itself. The cost to repair the damage was approximately \$5,000 compared to \$70,000 ten years ago. Schitter thanked the Board for allowing him to install the equipment last year which saved a lot of money during this outage.

JASPER CLEAN ENERGY MONTHLY REPORT (DVD-28:33)

Ashley Kiefer explained the Jasper Clean Energy monthly report for November to the Board. She stated that there had been no changes in the report from last month.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-28:51)

Ken Sendelweck, Chairman of the Electric Planning Committee, stated that the Committee did meet on December 3, 2013. At the meeting the Committee reviewed the Electric Department's 2014 Capital Expenditure Plan. After much discussion and evaluation the Committee agreed to recommend to the Board purchases totaling \$212,000 for the Electric Department's 2014 Capital Expenditure Plan.

Ken Sendelweck made a motion to approve the Electric Distribution 2014 Capital Expenditure Plan as presented. Doug Schulte seconded the motion. Motion approved, 7-0.

RESULTS OF CHEMICAL QUOTE OPENING (DVD-29:52)

(Bud Hauersperger arrived at 7:30PM)

Ernie Hinkle presented a comparison (see attached) of the chemical quotes that were opened at the November meeting. The low quotes and /or the most responsive quotes are as follows:

PAC Flocculant – Brenntag Mid South
Lime – Mississippi Lime
Carbon – Brenntag Mid South
Chlorine – Brenntag Mid South
Hydro Fluosilicic Acid – Brenntag Mid South
Cairox Potassium – Univar USA, Inc.
Algicide – Water Solutions
Sodium Bisulfite – Brenntag Mid South

Page 2 of the comparison document explains the exceptions to the low quotes, per Hinkle.

The total price to purchase all the chemicals for the Filtration plant in 2013 was \$163,739.23. If the Filtration plant were to use all the same chemicals in 2014, the cost for the chemicals would be \$167,667.30. There is a slight increase of 2.5% in chemical prices. Hinkle asked for the Board's permission to purchase the chemicals as presented.

Dave Hurst made a motion to approve the low quotes for chemicals, with the exceptions as noted, for 2014 as presented. Keith Masterson seconded the motion. Motion approved, 7-0.

3RD AVENUE PROJECT UPDATE (DVD-31:42)

Hinkle informed the Board that the winter weather has slowed the project down. They also ran into rock which may or may not have been anticipated. As of now, they have about 1200 feet of pipe laid. The job is 20% complete. The first section is done and testing can begin. Another crew is on-site and has started hooking up services. In spite of the weather, this should speed things up.

Ashley Kiefer stated that the first claim for this project has been submitted for payment in the claim docket up for approval tonight, for \$128,783.57.

GAS PLANNING COMMITTEE REPORT (DVD-33:45)

Keith Masterson, Chairman of the Gas Planning Committee, stated the Committee did meet on December 3, 2013. At the meeting the Committee reviewed the Gas Department's 2014 Capital Expenditure Plan. After much discussion and evaluation the Committee agreed to recommend to the Board purchases totaling \$15,000 for the Gas Department's 2014 Capital Expenditure Plan.

Keith Masterson made a motion to approve the Gas Department's 2014 Capital Expenditure Plan as presented. Doug Schulte seconded the motion. Motion approved, 7-0.

WATER PLANNING COMMITTEE REPORT (DVD-34:25)

Dave Hurst, Chairman of the Water Planning Committee, stated the Committee did meet on December 3, 2013. At the meeting the Committee reviewed the Water Department's 2014 Capital Expenditure Plan. After much discussion and evaluation the Committee agreed to recommend to the Board purchases totaling \$218,000 for the Water Department's 2014 Capital Expenditure plan.

Dave Hurst made a motion to approve the Water Department's 2014 Capital Expenditure Plan as presented. Keith Masterson seconded the motion. Motion approved, 7-0.

PERMISSION TO PURCHASE PROCESS PUMP IN DECEMBER (DVD-35:07)

Ed Hollinden asked for the Board's permission to purchase a process pump in December 2013 instead of waiting until the first quarter of 2014. The manufacturer contacted Hollinden and offered a 5% discount if purchased in 2013. If bought in 2013, he would also avoid another 3% sales increase for 2014, which would make the pump \$33,070 versus \$34,707 which is what the last pump bought cost. This would save the Wastewater Department \$1,600 if purchased before the end of the year.

Hollinden would like to leave the process pump on the 2014 Capital Expenditure Plan, but move the purchase back to the end of the year versus the first quarter.

Keith Masterson made a motion to give Hollinden permission to purchase the process pump in December for \$33,070. Alex Emmons seconded the motion. Motion approved, 7-0.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-37:00)

Alex Emmons, Chairman of the Wastewater Planning Committee, stated the Committee did meet on December 3, 2013. At the meeting the Committee reviewed the Wastewater Department's 2014 Capital Expenditure Plan. After much discussion and evaluation the Committee agreed to recommend to the Board purchases totaling \$415,000 for the Wastewater Department's 2014 Capital Expenditure plan.

Rick Stradtner made a motion to approve the Wastewater Department's 2014 Capital Expenditure Plan as presented. Dave Hurst seconded the motion. Motion approved, 7-0.

DIGESTER DOME (DVD-37:47)

Hollinden informed the Board that the digester will ship on February 14, 2014. It will take four to six weeks to install.

LINING PROJECT (DVD-38:00)

Hollinden informed the Board that the contractor, hired to do the lining project, has started and is working on cleaning the lines around the CVS area.

SAFETY AWARD RECEIVED (DVD-38:18)

Chairman Schuetter informed the Board that the Wastewater Department recently received three top safety awards at the 2013 Indiana Water Environment Association meetings. The IWEA is dedicated to preserving and protecting Indiana's waterways through educating members and the citizens of Indiana about the importance of our water environment.

The department received the IWEA Award for the fourth year in a row. The award is given to municipal facilities for Class I, II, III, IV, and industrial facilities. The City of Jasper's Wastewater plant is a class III facility. The program is designed to give recognition to plants that make grade to such an extent that a plant must sustain a minimum of loss-time accidents and a good merit point record. The Wastewater Plant completed the safety inspection forms and accomplished a comprehensive plant safety inspection with a score of 100% by the IWEA inspector. Tim Nelson, the Vice Chairman of IWEA's Safety Committee, presented Ed Hollinden and the Wastewater Department with the IWEA safety award.

The Wastewater Department also received the State's top safety award, the Indiana Burke Award. The award was established in 1982 and is presented to a municipal or industrial wastewater facility for establishing and maintaining an active and effective safety program. In receiving the award, the Wastewater Plant will be in the running for the US Water Environment Federation (WEF) Award in 2014.

Also, Mark Pierce, Mechanic and Safety Committee Member, received the L.L. Larson Safety Award. This award is presented to an individual responsible for bringing safety improvements in the operation of the Wastewater facility. The individual brings improvements to the plant's operation, formation of safety rules, improved education and other improvements that would help reduce the number of incidents at a facility. Mark is the first to win the award in the State of Indiana since 2011. Mark was presented the award because of his continuous efforts to improve the safety of his co-workers and the Wastewater facility.

Mark was nominated by Cale Knies, City Safety Director, and was also supported by Ed Hollinden, Wastewater Manager and former City Safety Director, Charlie Schneider. Mark has worked for the City for over 27 years. He is a founding member of the City's Safety Committee,

established in 1994, and continues to serve today. He was instrumental in implementing the City's Trench Recovery Assistance Program (TRAP), which is noted throughout the State. He conducts monthly safety meetings at the Wastewater facility and helps conduct IWEA safety audits at other facilities around the State.

Chairman Schuetter thanked Mark, on behalf of the Utility Service Board, for a job well done.

ANNUAL BAD DEBT WRITE-OFF (DVD-42:28)

Ashley Kiefer stated that this year's annual bad debt write-off amount totals \$9,847.32, out of an estimated \$39,300,000 in sales for 2013. This amount represents .025% of sales. This amount is almost \$7,000 less than what was wrote off last year. Last year's bad debt write-off totaled \$16,769.59 and was .044% of sales.

Doug Schulte made a motion to approve the request to write-off bad debts for 2013 in the amount of \$9,847.32. Keith Masterson seconded the motion. Motion approved, 7-0.

Chairman Schuetter expressed the Board's gratitude to the employees of the Business Office for getting balances collected and keeping write-offs low.

UPDATE ON COLLECTION ACTIVITIES (DVD-43:50)

Kiefer updated the Board regarding 2013 collection activities for the Jasper Municipal Utilities. In 2013, 69 collection letters were sent out by the Jasper Municipal Utilities office. Of those 69 letters, 43 small claims complaints were filed.

The total amount collected in 2013 was \$18,838.67. When complaints are filed, court costs get added to them. The court costs collected totaled \$4,429. So, the total amount collected for the Jasper Municipal Utilities was \$14,409.67. The City has been using the Small Claims process since 2007.

Kiefer acknowledged and thanked Mary Huff, Customer Service Clerk for Jasper Municipal Utilities, for all of her hard work assisting with the Small Claims process. Kiefer also thanked Attorney Kabrick and her legal assistant, Valeri Cockerham, for their help in the process.

LETTER FROM CUSTOMER (DVD-47:07)

Kiefer informed the Board that Jasper Municipal Utilities received a letter from a customer regarding the City's rates and service. Brenda Dietrich sent a letter stating that she was very happy with the rates and service from the City of Jasper. She also stated that customers who complain should ask people in other towns what their rates are because Jasper's rates are one of the lowest.

FINANCE PLANNING COMMITTEE MEETING (DVD-45:50)

Chairman Schuetter stated the Finance Committee which is made up of Doug Schulte, Secretary, Rick Stradtner, Vice Chairman, and himself meet on December 3, 2013 to review the Business

Office's 2014 Capital Expenditure plan. At the meeting the Committee reviewed the Business Office's plan. After much discussion and evaluation the Committee agreed to recommend to the Board purchases totaling \$101,000 for the Business Office's 2014 Capital Expenditure Plan.

Rick Stradtner made a motion to approve the Business Office's 2014 Capital Expenditure Plan as presented. Ken Sendelweck seconded the motion. Motion approved, 7-0.

CITY HALL PHONE SYSTEM (DVD-46:52)

Bud Hauersperger presented a contract from Site Wise to consult with the City on their phone system and additional networking. The Board already approved a contract from another company, but this company would like to bid the phone system itself, therefore they can't do the consulting work too. The new contract, with Site Wise, is for performing a study for the phone systems for an amount of \$10,300 to be split fifty/fifty, with the Civil City. The new contract for the study amount has increased \$2,300 from the original contract due to the scope of work expanding. The Civil City has already agreed to pay their fifty percent of the addition of \$2,300. Hauersperger asked for the Board's permission to pay the other fifty percent of the increased amount, which would be \$1,150.00.

Keith Masterson made a motion to approve paying half of the total contracted amount, \$5,150, for Site Wise to perform a study on the City Hall phone system and other technologies within the City. Dave Hurst seconded the motion. Motion approved, 7-0.

BEAVER LAKE (DVD-49:25)

Hauersperger informed the Board that they started drawing down Beaver Lake today. The twenty-four inch valve was opened today. It will take days for them to drain down about six feet, which will be maintained the rest of the winter. Hauersperger stated that no one should start to work on their docks yet. The contract with Christopher Burke to perform the water level study is still being reviewed.

FINANCE COMMITTEE REPORT (DVD-50:14)

Doug Schulte reported the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Ken Sendelweck made a motion to approve the claims as presented. Alex Emmons seconded the motion. Motion approved, 7-0.

Chairman Schuetter stated that the Board will be reorganizing at the January Utility Service Board Meeting. Councilman Earl Schmitt and Chairman Schuetter wished everyone a Merry Christmas.

There being no further business to come before the Board, the meeting was adjourned at 7:51PM upon motion by Alex Emmons and seconded by Dave Hurst. Motion approved, 7-0.

The minutes were hereby approved _____ with X without corrections this _____ day of _____, 2014.

Attest: _____
Secretary

_____ Chairman